

Personnel - General

**Selection of
Headquarters
Texas Air
National Guard
(TXANG) Unit
Personnel**

**Headquarters
Texas Air National Guard
Austin, Texas 78763-5218
22 January 2018**

UNCLASSIFIED

Office of the Commander
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Texas Air National Guard
(TXANG) Instruction 36-2006

Personnel - General

SELECTION OF HEADQUARTERS TEXAS AIR NATIONAL GUARD UNIT PERSONNEL

By Order of the Commander:

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Major General, TXANG
Commanding

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SIG - Issuance



Summary. This instruction establishes policies and procedures for personnel assigned to Headquarters, Texas Air National Guard (TXANG).

Applicability. This instruction applies to all members of TXANG.

Management Control Process. This instruction contains management control provisions. Compliance with this instruction is mandatory.

Proponent and Exception Authority. The proponent of this instruction is the A1 (NGTX-CDP). The A1 has the authority to approve exceptions to this instruction that are consistent with controlling law and regulation. Within the following pages, the "proponent" is the drafting authority of the instruction.

Supplementation. Supplementation of this publication or establishment of command and local forms is prohibited without prior approval from the Adjutant General (TAG), through the A1, ATTN: NGTX-CDP, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this instruction directly to A1, ATTN: NGTX-CDP, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

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Chapter 1 Introduction

1.1 Purpose.

This operating instruction establishes the announcement, board, selection considerations, and tour limitations processes for full-time, unsponsored and sponsored drill status guardsmen assignment to the Headquarters, Texas Air National Guard (HQ TXANG). Within the scope of the authorized manning level for HQ TXANG, or other Air National Guard (ANG) assignment programs, “quality” will remain the primary consideration. The scope of this instruction applies to O-6s and below. Waiver authority for this instruction rests with the Commander, Texas Air National Guard.

1.2 References.

1.2.1. ANGI 36-6, ANG Statutory Tour Program Policies and Procedures, 9 Nov 2010, Certified Current 1 May 2013.

1.2.2. Air National Guard Force Development Concept of Operations, Oct 2011

1.2.3. TANGI 36-2005, Selection of Officers to the Texas Air National Guard

1.2.4. TANGI 36-5, Selection and Promotion to Senior and Chief Master Sergeant

1.2.5. Technician Personnel Regulation 300, 17 Mar 1981

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Chapter 3 SCOPE AND RESPONSIBILITIES

3.1 Scope. This TXANGI provides the TXANG personnel policy for hiring the HQ TXANG staff and providing opportunity to develop enlisted and officer personnel.

3.1.1HQ TXANG:

Identifies DSG position of assignment for selected nominee(s).

Provides support for entrance to HQ tour to include HQ in-processing.

Completes all required evaluations during the period of assignment.

Provides support for return to Wing at established date/end of HQ tour.

Provides funding for any temporary duty (TDY) cost associated with performing HQ tour duties.

Retains approval authority for nomination to resident PME during the period of assignment.

Retains responsibility for promotion recommendations for members on force development tours.

Retains approval authority for AFSC deployment opportunities during the period of assignment.

Signs Statement of Understanding outlining conditions of member's assignment.

1.1. Wing:

1.1.1. Nominates candidates through the HQ TXANG force development process.

1.1.2. Develops Individual professional development plan.

1.1.3. Obtains Squadron, Group and Wing CC endorsements for submission.

1.1.4. Submits nomination to HQ TXANG A1.

1.1.5. Retains temporary execution rights to the DSG resource previously encumbered by the member.

1.1.6. Retains approval authority for nomination to resident PME upon completion of assignment.

1.1.7. Ensures Wing restoration rights upon completion of assignment.

1.1.8. Signs Statement of Understanding outlining conditions of member's assignment.

1.2. Member:

1.2.1. Completes all necessary in-processing requirements as established by HQ TXANG.

1.2.2. Meets all physical requirements.

1.2.3. Maintains qualification for worldwide duty.

1.2.4. Prepares for return to Wing, other assignment or retirement at the established end of HQ tour.

1.2.5. Signs Statement of Understanding outlining conditions of member's assignment.

2. GENERAL GUIDANCE

2.1. Force Development.

2.1.1. The overall goal of HQ TXANG force development is to provide deliberate and organized professional development, tailored to meet TXANG needs, within the context and culture of the ANG. Force development assignments provide Airmen career advancement opportunities and make Texas Airmen more competitive to lead and execute both current and future mission requirements. Because the ANG does not have a centralized assignment process, participation in a force development program is vital to successful career broadening for our Airmen.

2.1.2. The intent of force development is to offer HQ TXANG-level opportunities to Wing or field-level members. The program encourages each Wing to nominate and have one officer and one enlisted member assigned to a HQ TXANG developmental tour. Ultimately, the goal is to have at least three officers (Maj to Lt Col) and three enlisted (MSgt to SMSgt) tour positions filled by sponsored force development nominees.

2.2. Position Announcements.

2.2.1. HQ TXANG positions will be advertised for a minimum of 15 days.

2.2.2. All announcements will be publically posted in accordance with TANGI 36-2005, *Selection of Officers to the Texas Air National Guard*, TANGI 36-5, *Selection and Promotion to Senior and Chief Master Sergeant*, and Technician Personnel Regulation 300 (when applicable).

2.2.3. Exceptions to policy must be approved by the Commander, Texas Air National Guard.

2.3. Hiring Board Procedures.

2.3.1. All positions at HQ TXANG will be filled utilizing procedures established in this instruction.

2.3.2. Each Board/Panel will be consistent with the current TANGI 36-2005, Selection of Officers to the Texas Air National Guard, and TANGI 36-5, Selection and Promotion to Senior and Chief Master Sergeant.

2.3.2.1. Officer selection boards will be chaired by the Commander, TXANG, or designated representative.

2.3.2.2. Enlisted selection boards will be chaired by the State Command Chief Master Sergeant (CCM) or designated representative.

2.4. Selection Considerations. At a minimum, Board/Panel members will utilize the HQ TXANG Selection and Assignment Data Checklist (*Attachment 5*) to properly screen applicants for consideration.

3. HQ ASSIGNMENTS

3.1. Full-time Personnel

3.1.1. All announcements will be publically posted in accordance with TANGI 36-2005, TANGI 36-5, ANGI36-101, and the current Technician Personnel Regulation.

3.1.2. Full-time assignments provide continuity of operations and expertise within the headquarters and therefore are not limited to tour time limitations.

3.2. Drill Status Guardsmen (DSG) Personnel

3.2.1. Regular Unsponsored Assignments.

3.2.1.1. Applicants will compete through the normal Military Vacancy Announcement (MVA) application process.

3.2.1.2. Military vacancy announcements will clearly state that the duration of the assignment at HQ TXANG is not to exceed four years.

3.2.1.3. HQ TXANG DSG assignments are considered career-broadening assignments and are not continuing positions. Assignment duration is limited to four years.

3.2.1.4. A member selected for an unsponsored position DSG assignment must sign a Statement of Understanding as a condition of selection.

3.2.1.5. Extensions beyond a four year tour are may be approved by the Commander on a case-by-case basis. Such approval may be granted if in the best interest of the TXANG.

3.2.2. Sponsored Force Development Assignments.

3.2.2.1. When HQ TXANG force development opportunities occur, a message soliciting nominations will be released to the field by HQ TXANG. Detailed instructions and timelines for package submissions will be provided at that time.

3.2.2.2. Announcements for Sponsored Force Development DSG assignments shall include the following statement:

3.2.2.2.1. This vacancy announcement is for one formal career broadening tour. This tour is intended to provide developmental experience designed to broaden the skills and/or enhance the leadership perspective of high-potential, mid-level managers/executives. Finally, this career broadening tour provides executive training and developmental opportunities in a state HQ environment.

3.2.2.3. All Sponsored Force Development DSG assignments to HQ TXANG will be for a 2-year tour. Members may be reviewed for one extension as recommended by the owning HQ TXANG supervisor and approved by the Commander.

3.2.2.4. Nominees will not be required to compete through the normal Military Vacancy Announcement (MVA). The nominee must have an individual development plan that outlines how the member will be returned to the Wing and must appear before a force development selection board composed of Wing and HQ TXANG members.

3.2.2.5. Details outlining the requirements for an individual development plan, statement of understanding and the HQ TXANG Selection and Assignment Data Checklist are provided in the attachments to this instruction.

3.2.2.6. Military Technicians are not eligible for Sponsored Force Development DSG assignments.

3.2.2.7. Members accepting a Sponsored Force Development DSG assignment at HQ TXANG will acknowledge the tour length on the appropriate HQ TXANG Statement of Understanding.

3.3. Priority Selection of HQ ANG Assignments. Priority selection will be used on a limited basis as directed by the Commander, TXANG. This method may be used to fill a vacancy without advertising. HQ TXANG Functional Directors must submit rationale explaining the uniqueness of the situation, its urgency, and the reason why the position should not be advertised, and why the nominee is uniquely qualified above other available personnel within the same career field.

ATTACHMENT 1

SPONSORED ENLISTED DEVELOPMENT PLAN (EDP) TEMPLATE

Purpose: To assist individuals plan his or her desired assignment and career objectives combined with the rater / commander and leadership in reviewing career goals, objectives, and developmental opportunities / assignments.

Disclosure: Voluntary, but failure to disclose the information requested will limit your consideration for developmental opportunities.

SECTION I – MEMBER IDENTIFICATION DATA/SERVICE

Name: Rank: Office Symbol:

PAFSC: 2AFSC: Time-in-Position (TIP):

EDIGS (Date Entered Guard):

DOR: DOS: Retirement Eligible (20 year) Date:

Last PME Completed / Method:

SECTION II – NCO's Preferences

- Please check your preference(s)
- Preferences are not a guarantee of future developmental opportunities
- A NCO must comply with physical fitness requirements and have no open adverse actions, such as LOA, LOR, Art 15, or judicial punishment issue, for force development consideration

Lateral Assignment within core AFSC to provide breadth and variety within functional area (Choices: A2, A3, A6).

"Skill-pairing", i.e. cross-functional assignment, to increase breadth of experience and leadership responsibility within related family of skills; experience in a functional community outside the individual's primary AFSC. (Choices: A2, A3, A6).

Request a "developmental assignment vector". (Choices: Execs, A3, A8/9, LL Assignment, Developmental Statutory Tour)

Preference(s):

Short Term Goals:

Long Term Goals:

Member Signature/Date:

ATTACHMENT 1 CONTINUED

SECTION III – FORCE DEVELOPMENT

As part of Force Development and overall career management processes, the rater/ Group/Wing Commander, will provide comments “vectoring” the NCO for future developmental opportunities.

MSgts and below.

Wing leaders should plan development of NCOs to obtain depth in the functional community (i.e., lateral movement within functional community to acquire functional depth).

Recommendations are:

_____ Consider for lateral assignment within core AFSC to provide breadth and variety within functional area (Choices: A2, A3, A6).

_____ Recommended for “skill-pairing”, i.e. cross-functional assignment, to increase breadth of experience and leadership responsibility within related family of skills; experience in a functional community outside the individual’s primary AFSC (Choices: A2, A3, A6).

SMSgts and CMSgts.

Wing leaders should plan development of SNCOs to obtain leadership and career broadening development.

Recommendations are:

_____ Recommended for “skill-pairing”, i.e. cross-functional assignment, to increase breadth of experience and leadership responsibility within related family of skills; experience in a functional community outside the individual’s primary AFSC (Choices: A2, A3, A6).

_____ Recommended for a “developmental assignment vector”. (Choices: Execs, A3, A8/9, LL Assignment, Developmental Statutory Tour)

RATER / SQUADRON COMMANDER

Name/Rank:

I ensure placement of member to equivalent DSG assignment upon completion of force development tour.

Remarks / any specific development / assignment recommendations:

Signature/Date: _____

GROUP COMMANDER

Name/Rank:

I ensure placement of member to equivalent DSG assignment upon completion of force development tour.

Remarks / any specific development / assignment recommendations:

Signature/Date: _____

WING COMMANDER

Name/Rank:

I ensure placement of member to equivalent DSG assignment upon completion of force development tour.

Remarks / any specific development / assignment recommendations:

Signature/Date: _____

ATTACHMENT 2

SPONSORED OFFICER DEVELOPMENT PLAN (ODP) TEMPLATE

Purpose: To assist individuals plan his or her desired assignment and career objectives combined with the rater / commander, and leadership in reviewing career goals, objectives, and developmental opportunities / assignments.

Disclosure: Voluntary, but failure to disclose the information requested will limit your consideration for developmental opportunities.

SECTION I – MEMBER IDENTIFICATION DATA/SERVICE

Name: Rank: Office Symbol:

PAFSC: 2AFSC: Mandatory Separation Date (MSD):

Time-in-Position (TIP): EDIGS (Date Entered Guard):

DOR: DOS: Retirement Eligible (20 Year) Date:

Last PME Completed / Method:

SECTION II – OFFICER'S

- Please check your preference(s).
- Preferences are not a guarantee of future developmental opportunities.
- An officer must comply with physical fitness requirements and have no open adverse actions, such as LOA, LOR, Art 15, or judicial punishment issues for force development consideration.

___ “Skill-pairing”, i.e. cross-functional assignment, to increase breadth of experience and leadership responsibility within related family of skills; experience in a functional community outside the individual’s primary AFSC (Choices: A2, A4, A6).

___ Request a “developmental assignment vector”. (Choices: Execs, A3, A8/9, LL Assignment, Developmental Statutory Tour)

Preference(s):

Short Term Goals:

Long Term Goals:

Member Signature/Date:

ATTACHMENT 2 CONTINUED
SPONSORED OFFICER DEVELOPMENT PLAN (ODP) TEMPLATE

SECTION III – FORCE DEVELOPMENT

As part of the Force Development and overall career management processes, the rater/group/wing commander will provide comments “vectoring” the officer for future developmental opportunities.

Major and below.

Wing leaders should plan development of officers to obtain depth in the functional community (i.e., lateral movement within functional community to acquire functional depth).

Recommendations are:

_____ Recommended for “skill-pairing”, i.e. cross-functional assignment, to increase breadth of experience and leadership responsibility within related family of skills; experience in a functional community outside the individual’s primary AFSC (Choices: A2, A3, A6).

Lt Col and Col.

Wing leaders should plan development of officers to obtain leadership and career broadening development.

Recommendations are:

_____ Recommended for “skill-pairing”, i.e. cross-functional assignment, to increase breadth of experience and leadership responsibility within related family of skills; experience in a functional community outside the individual’s primary AFSC (Choices: A2, A3, A6).

_____ Recommended for a “developmental assignment vector”. (Choices: Execs, A3, A8/9, LL Assignment, Developmental Statutory Tour)

RATER / SQUADRON COMMANDER

Name/Rank:

I ensure placement of member to equivalent DSG assignment upon completion of force development tour.

Remarks / any specific development / assignment recommendations:

Signature/Date: _____

GROUP COMMANDER

Name/Rank:

I ensure placement of member to equivalent DSG assignment upon completion of force development tour.

Remarks / any specific development / assignment recommendations:

Signature/Date: _____

WING COMMANDER

Name/Rank:

I ensure placement of member to equivalent DSG assignment upon completion of force development tour.

Remarks / any specific development / assignment recommendations:

Signature/Date: _____

ATTACHMENT 3

**SPONSORED FORCE DEVELOPMENT TOUR
STATEMENT OF UNDERSTANDING**

Place full Initials next to every statement to indicate that it has been read and understood by member. Once you have read and initial every statement, indicating your understanding of the statements, print your full name in the member name block and sign in the member signature block, then date.

**MEMBER
AGREEMENT:**

_____ I certify that I have read and understand the provisions of the HQ TXANG Force Development Program, TXANGI 36-XXXX.

_____ I will be assigned to: _____, position title: _____, rank NTE: _____; effective tour dates beginning: _____ and ending: _____.

_____ I understand I must acknowledge this action no later than 15 days of receipt. Failure to acknowledge within the 15 days indicates a refusal of this assignment.

_____ I understand that my tour will be two years in length.

_____ I understand that HQ TXANG has approval/nomination authority for deployments, lateral assignment opportunities and/or to attend in-residence PME while on this developmental tour.

_____ I understand that if the NTE rank of the Sponsored Force Development Tour is greater than that of my previous Wing assignment, and results in my promotion, when my tour is over and if I still have less than 20 years time in service I will return to the sponsoring unit in an excess or over-grade status.

_____ I understand that while on a Sponsored Force Development Tour, I must maintain all physical requirements, maintain qualification for worldwide duty and remain subject to the Texas Code of Military Justice.

_____ I ACCEPT THIS ASSIGNMENT

_____ I DECLINE THIS ASSIGNMENT

MEMBER FULL NAME

MEMBER SIGNATURE/DATE

STATEMENT OF UNDERSTANDING

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WING

AGREEMENT:

_____, member of the 136th/147th/149th Wing, was nominated for and subsequently selected for a HQ TXANG Sponsored Force Development Tour.

_____ will be assigned to: _____, position title; _____, rank NTE: _____; effective tour dates beginning: _____ and ending: _____.

The Group Commander and Wing Commander understand the tour will be 4-years in length.

Upon completion of this tour, the Group Commander and Wing Commander are responsible for ensuring Wing restoration rights. Wing assignment will be based on the needs of the organization and may be a unit vacancy, excess and/or over-grade assignment.

The Group Commander and Wing Commander understand that this member is ineligible to apply for lateral assignment opportunities and/or to attend in-residence PME while on this tour.

The Group Commander and Wing Commander retain approval authority for nomination to resident PME upon completion of assignment.

The Group Commander and Wing Commander understand that while serving on this Sponsored Force Development Tour, the member may be required to change drill assignment and/or location based on the needs of HQ TXANG, and that failure to accept a revised drill assignment and/or location will be considered grounds for voluntary separation and relieve the Wing from ensuring restoration rights.

_____ I CONCUR WITH THIS ASSIGNMENT AND GUARANTEE RESTORATIONS RIGHTS IAW THIS STATEMENT OF UNDERSTANDING

_____ I NON-CONCUR WITH THIS ASSIGNMENT

GROUP COMMANDER FULL NAME

SIGNATURE/DATE

_____ I CONCUR WITH THIS ASSIGNMENT AND GUARANTEE RESTORATIONS
RIGHTS IAW THIS STATEMENT OF UNDERSTANDING

_____ I NON-CONCUR WITH THIS ASSIGNMENT

WING COMMANDER FULL NAME

SIGNATURE/DATE

STATEMENT OF UNDERSTANDING

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HQ TXANG
AGREEMENT

_____, member of the 136th/147th/149th Wing was nominated for and subsequently selected for a HQTANG Sponsored Force Development Tour.

_____ will be assigned to: _____,
position title: _____, rank NTE: _____; effective tour dates beginning: _____ and ending: _____.

The tour will be two years in length.

Upon completion of this tour, the Group Commander and Wing Commander are responsible for ensuring Wing restoration rights upon completion of assignment. Wing assignment will be based on the needs of the organization and may be a unit vacancy, excess and/or over-grade assignment.

HQ TXANG is responsible for completing all required evaluations and for providing funding for any TDY cost associated with performing HQ TXANG duties during the period of assignment.

_____ I CONCUR WITH THIS ASSIGNMENT

_____ I NON-CONCUR WITH THIS ASSIGNMENT

HQ TXANG DIRECTOR OF STAFF FULL NAME

SIGNATURE/DATE

_____ I CONCUR WITH THIS ASSIGNMENT

_____ I NON-CONCUR WITH THIS ASSIGNMENT

DEPUTY ADJUTANT GENERAL-AIR FULL
NAME _____

SIGNATURE/DATE

_____ I CONCUR WITH THIS ASSIGNMENT

_____ I NON-CONCUR WITH THIS ASSIGNMENT

COMMANDER, TXANG FULL NAME

SIGNATURE/DATE

ATTACHMENT 4

**UNSPONSORED HQ TXANG FORCE DEVELOPMENT
DSG STATEMENT OF UNDERSTANDING**

Place full Initials next to every statement to indicate that it has been read and understood by member. Once you have read and initial every statement, indicating your understanding of the statements, print your full name in the member name block and sign in the member signature block, then date.

MEMBER

AGREEMENT:

_____ I certify that I have read and understand the provisions of the HQ TXANG Force Development Program, TXANGI 36-XXXX.

_____ I will be assigned to: _____, position title: _____, rank NTE: _____; effective tour dates beginning: _____ and ending: _____.

_____ I understand I must acknowledge this action no later than 15 days of receipt. Failure to acknowledge within the 15 days indicates a refusal of this assignment.

_____ I understand that my tour will be up to and not to exceed 4-years in length.

_____ I understand that if upon completion of my tour, I have over 20 years, time-in-service, and have not secured a follow-on assignment that I will be retired from the TXANG.

_____ I understand that I must maintain all physical requirements, maintain qualification for worldwide duty and remain subject to the Texas Code of Military Justice.

_____ I ACCEPT THIS ASSIGNMENT

_____ I DECLINE THIS ASSIGNMENT

MEMBER FULL NAME

MEMBER SIGNATURE/DATE

ATTACHMENT 5

HQ TXANG Selection and Assignment Data Checklist

Package contains:

- Y/N: Verify member is not a Military Technician
- Y/N: AF Form 1288
- Y/N: Copies of Last 3 OPRs/EPRs
- Y/N: Resume with both civilian and military work experience
- Y/N: Records Review RIP
- Y/N: Current passing fitness test
- Y/N: AF422 with no mobility limitations
- Y/N: Meets AFSC requirements identified in announcement
- Y/N: Meets rank requirements identified in announcement
- Y/N: Meets PME requirements identified in announcement
- Y/N: Meets Time in Service requirements identified in announcement
- Y/N: Letter of introduction
- Y/N: Individual development plan that defines expertise and career broadening interests, and ensures Wing restoration rights
- Y/N: Minimum of 3 letters of recommendations that address the member's fundamental competencies and executive core qualifications as discussed in ANG Force Development CONOPs.

Force Management Profile for Wing Sponsored HQ TXANG Force Development Tours

| GRADE | Recommended TFS | PME |
|------------------------|-------------------|----------------------------------|
| Lieutenant Colonel | Over 16 years TFS | Must have completed AWC |
| Major | Over 14 years TFS | Must have completed ACSC |
| Senior Master Sergeant | Over 16 years TFS | Must have complete required PME |
| Master Sergeant | Over 14 years TFS | Must have completed required PME |